

# **STUDENT PROGRAMME GUIDEBOOK**

## **FOUNDATION IN ARTS**

Fifth Edition

©2022.UTS.ALL RIGHTS RESERVED

No part of this book may be reproduced, stored in a retrieval system or transmitted in any form by any means, including electronic, photocopying, recording or otherwise, without prior written permission of UNIVERSITY OF TECHNOLOGY SARAWAK.

All information is correct at the time of printing and may be subject to change without notice. The publisher does not bear any responsibility for any incorrect information or omission. Every measure has been taken to make this guidebook comprehensive and accurate.

## CONTENTS

Dean's Address	i
1.0 Programme Descriptor	1
2.0 Programme Objectives	1
3.0 Programme Learning Outcome	1
4.0 Programme Structure	2
5.0 Course Synopsis	3

## **Dean's Address**

Welcome to the Foundation Programme, University of Technology Sarawak (UTS), and I am proud that you have taken the first step towards making the right decision when you chose UTS.

The School of Foundation Studies (SFS) is home to the Foundation in Science (FIS) and Foundation in Arts (FIA). The SFS manages one-year comprehensive foundation programmes. The SFS also provides fundamental academic knowledge and training, to enable students to enroll into UTS's degree programmes. Nevertheless, students who pass the programme to the required level are prepared academically and socially to enroll into other recognized universities locally or overseas.

With the full range of facilities for the academic, social, cultural and sports activities as well as dedicated and experienced lecturers, we believe that your stay as a student here will generate a rewarding learning experience for your personal growth. We do hope your study journey here allows you to be inspired and challenged in order to achieve your full potential.

All students are required to follow rules and regulations in Foundation Programmes Students Academic Handbook and UTS Students Code of Conduct & Discipline Rules and at the jurisdiction of the Dean of SFS and UTS Senate.

Wish you a success in your study in UTS!

**Dean**  
**School of Foundation Studies**

## 1.0 PROGRAMME DESCRIPTOR FOR FOUNDATION IN ARTS (FIA)

1	Programme:	Foundation in Arts (FIA)
2	Programme Code:	R/010/3/0124
3	Full Accreditation Registration Number:	MQA/FA3075
4	Final Award:	Certificate of Foundation in Arts
5	Teaching Institution	University of Technology Sarawak
6	Study Duration	1 year

## 2.0 PROGRAMME OBJECTIVE

The objective of the Foundation in Arts Programme is to furnish the students with the fundamental knowledge and analytical skills in core Arts subjects such as Languages (Spoken and Written), Information Technology and Mathematics that enable them to undertake Bachelor's degree programmes in the fields of Business, Accountancy, Information Technology, Architecture, Communications, Languages and any Non-Science / Engineering fields.

## 3.0 PROGRAMME LEARNING OUTCOMES

Upon completion of the programmes, students will be able to:

1. To gain the mastery of the fundamental knowledge in the essential Pre-University level areas of Business, Communications, Languages (Spoken and Written), Information Technology and Basic Architectural Subjects.
2. To be armed with the capability of applying the fundamental knowledge gained in solving elementary Pre-University level problems in the areas stated above.
3. To think rationally, have sense of humanity, humility and responsibility and respect of lecturers
4. To learn that the quality and nature of coursework submitted must reflect the true level of maturity and demands of the subjects for the programme and to learn that the unethical conduct of plagiarism is prohibited in the academia.
5. To learn effective written and verbal communication skills as well as the development of teamwork spirit.
6. To be armed with scientific reasoning and critical analysis skills to solve scientific problems across the areas mentioned above.
7. To be equipped with necessary knowledge to pursue Bachelor's degree.
8. To gain time management skills essential for ensuring tasks are completed in time.

#### 4.0 PROGRAMME STRUCTURE

	Semester/ Year Offered	Name and Code of Course/Module	Classification (Core/Compulsory/ Elective/Audit)	Credit Value
1	Sem 1, Yr 1	FIA 1214 Introductory Mathematical Analysis	Core	4
2	Sem 1, Yr 1	FIA 1313 Principles of Economics	Core	3
3	Sem 1, Yr 1	FIA 1324 Principles of Accounting	Core	4
4	Sem 1, Yr 1	FIA 1343 Principles of Marketing	Core	3
5	Sem 1, Yr 1	FIA 1373 Introduction to Business	Core	3
6	Sem 1, Yr 1	UCS 1713 English I	Compulsory	3
7	Sem 1, Yr 1	UCS 1752 Bahasa Kebangsaan	Audit	-
<b>Credit</b>				<b>20</b>
1	Sem 2, Yr 1	FIA 1153 Presentation Skills	Core	3
2	Sem 2, Yr 1	FIA 1383 Business Communication	Core	3
3	Sem 2, Yr 1	FIA 1393 Introduction to Finance	Core	3
4	Sem 2, Yr 1	FIA 1413 Introduction to Computer Systems and Applications	Core	3
5	Sem 2, Yr 1	UCS 1723 English II	Compulsory	3
6	Sem 2, Yr 1	UCS 1742 Event Management	Compulsory	2
7	Sem 2, Yr 1	FIA 1363 Introduction to Business Law	Elective	3
8	Sem 2, Yr 1	FIA 1423 Introduction to Multimedia	Elective	3
9	Sem 2, Yr 1	FIA 1513 Introduction to Construction	Elective	3
10	Sem 2, Yr 1	FIA 1523 Introduction to Development	Elective	3
11	Sem 2, Yr 1	FIA 1533 Introduction to Environmental Design	Elective	3
12	Sem 2, Yr 1	FIA 1543 Introduction to Quantity Surveying	Elective	3
13	Sem 2, Yr 1	FIA 1553 Applied Mathematics I	Elective	3
<b>Credit</b>				<b>20</b>
1	Sem 3, Yr 1	FIA 1163 Professional Writing	Core	3
2	Sem 3, Yr 1	FIA 1224 Introduction to Statistics	Core	4
3	Sem 3, Yr 1	UCS 1733 Introduction to Critical Thinking	Compulsory	3
<b>Credit</b>				<b>10</b>
<b>Total Credit</b>				<b>50</b>

\*Subjected to elective courses availability.

\*\* Audit course (Bahasa Kebangsaan) result will not be calculated in the students' GPA or CGPA but students are compulsory to pass this course as part of the criteria to graduate from the programme. International students are excluded to take the Audit course.

## 5.0 COURSE SYNOPSIS

### FIA 1214 Introductory Mathematical Analysis

#### Assessment Methods:

Coursework (50%) Final Examination (50%)

#### Synopsis:

This course covers algebra, function and graphs, sequences and series and matrices. It provides exposure and practice for students to gain mathematical skills that are useful in their future studies.

#### References:

1. Haeussler, E. F., Paul, R. S. & Wood, R. J. (2018). *Introductory Mathematical Analysis for Business, Economics, and the Life and Social Sciences* (14th ed.). City: Pearson.
2. Shariff, A. A., Manaf, F. A. & Mohamed, I. (2012). *College Mathematics*. Shah Alam, Selangor: IPTA Publications
3. Ong, B. S., Young, Z. Z. & Lee, K. Y. (2012). *Mathematics for Matriculation Semester 1* (4th ed.). Shah Alam: Oxford Fajar.

### FIA 1313 Principles of Economics

#### Assessment Methods:

Coursework (50%) Final Examination (50%)

#### Synopsis:

This first part of the course exposes student to the main economic problem, and consumer behaviour in the context of the price system. The second part deals with the different market structures whereby students will understand the behaviour of firms in terms of pricing and output decision. The course concludes with a discussion of the labor market.

#### References:

1. Deviga, V. & Karunagaran, M. (2010). *Principles of Economics* (2<sup>nd</sup> ed.). Shah Alam: Oxford Fajar.
2. Roger, A. (2014). *Economics* (11<sup>th</sup> ed.). Melbourne, Vic: South-Western Cengage Learning.
3. Parkin, M. (2012). *Economics* (10<sup>th</sup> ed.). Harlow: Pearson.

### FIA 1324 Principles of Accounting

#### Assessment Methods:

Coursework (50%) Final Examination (50%)

#### Synopsis:

This course covers on the introduction to the concept and practice of accounting, the recording process, transactions and accounting equation, the final accounts, adjustments and other accounts.

#### References:

1. Wood, F. & Sangster, A. (2012). *Frank Wood's Business Accounting 1*. (12<sup>th</sup> ed.). Harlow: Financial Times Prentice Hall.
2. Jaafar, S. B., Arif, N. & Hamzah, H. (2013). *Financial Accounting 1* (2<sup>nd</sup> ed.). Shah Alam: Oxford Fajar.

### **FIA 1343 Principles of Marketing**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course discusses on the definition of marketing, environmental factors in marketing, consumer behaviour, market research, market segmentation and product planning, pricing strategy, distribution and promotional strategy, ethical issues and social responsibility in marketing.

#### **References:**

1. Kamarulzaman, Y. & Abu, N. K. (2013). *Principles of Marketing* (2nd ed.). Shah Alam, Malaysia: Oxford Fajar.
2. Kotler, P., Armstrong, G., Ang, S. H., Leong, S. M., Tan, C. T. & Yau, O. (2013). *Principles of Marketing: an Asian Perspective*. Singapore: Pearson Education.

### **FIA 1373 Introduction to Business**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course is designed to explore the students to basic principles of business concepts. Students will be introduced to various topics related to business studies such as organization structure, marketing, human resources management, operation, accounting and finance.

#### **References:**

1. Pride, W. M., Hughes, R.J. & Kapoor, J.R. (2012). *Introduction to Business*. (11<sup>th</sup> ed.). Australia Singapore: South-Western Cengage Learning.
2. Williams, B. K., Sawyer, S. C. & Berston. S. (2013). *Business A Practical Introduction*. Upper Saddle River, NJ Singapore: Pearson.

### **UCS1713 English I**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course provides practice in analysing the textual organization of linear and non-linear texts, including subject-specific academic writing and lectures. Students are introduced to various approaches, strategies and techniques in academic reading. Students are also exposed to academic writing that will contribute towards the development of their study skills.

#### **References:**

1. Elder, J. & College, R. (2014). *New Worlds: An Introduction to College Reading* (5<sup>th</sup> ed.). Boston: McGraw-Hill.
2. Philpot, S. & Curnick, L. (2011). *Academic Skills: Reading, Writing and Study Skills* (L. Soars & J. Soars, Eds.). Oxford: Oxford University Press.
3. Lynn, S. (2011). *Q: Skills for Success, Reading and Writing*. Oxford New York: Oxford University Press.

## **UCS 1752 Bahasa Kebangsaan**

### **Strategi pembelajaran dan Penilaian:**

Kerja kursus (100%)

### **Sinopsis:**

Kursus ini membolehkan pelajar mempertingkatkan kecekapan berbahasa sesuai dengan intelek pelajar untuk berkomunikasi secara lisan dan tulisan dalam konteks rasmi, kreatif dan bukan kreatif. Mata pelajaran ini disediakan untuk mempertingkatkan kecekapan berbahasa sesuai dengan intelek pelajar untuk berkomunikasi dengan lisan dan tulisan dalam konteks rasmi, kreatif dan bukan kreatif.

### **Rujukan:**

1. Zarina Othman, Roosfa Hashim & Rusdi Abdullah (2012). *Modul Komunikasi Bahasa Melayu Antarabangsa*, KPT: Penerbit UKM Press.
2. Yong Chyn Chye, Rohaidah Mashudi, Maarof Abd Rahman (2012). *Bahasa Kebangsaan untuk pelajar luar negara: Malay language for international students*. Petaling Jaya
3. Adenan Ayob (2009) *Bahasa Kebangsaan Shah Alam*: Oxford Fajar.

## **FIA 1153 Presentation Skills**

### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

### **Synopsis:**

This course aims to help students to project credibility in their presentations through effective and skilful use of verbal structures, non verbal and gestures, humour, visuals and voice projection.

### **References:**

1. Adler, R. B. & Elmhorst, J. M. (2013). *Communicating At Work: Strategies For Success In Business And The Professions*. New York: McGraw-Hill.
2. Mallett, A. & Hughes, J. (2012). *Successful Presentations*. Oxford, UK: Oxford University Press
3. Reynolds, G. (2012). *Presentation Zen: Simple Ideas on Presentation Design and Delivery*. Berkeley, CA: New Riders.

## **FIA 1383 Business Communication**

### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

### **Synopsis:**

Business Communications will focus on the development and enhancement of skills in written business communication, oral business communication, and non-verbal communication. Students will learn how to develop efficient use of verbal and non-verbal skills in business situations. It stresses the importance of becoming an effective communicator. It exposes students to effective ways of communicating with people from different cultures and overcoming communication barriers.

### **References:**

1. Dwyer, J. (2012). *The Business Communication Handbook* (9<sup>th</sup> ed.). Frenchs Forest, N.S.W: Pearson Australia.
2. Krizan, A. C., Merrier, P., Logan, J. & Williams, K. (2011). *Business communication* (8<sup>th</sup> ed.). Australia Mason, OH: South-Western Cengage Learning.



### **FIA 1393 Introduction to Finance**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course covers on the overview of financial management and environment, financial markets, time value of money, the features of stocks and bonds, and bank and financial institutions.

#### **References:**

1. Ng Kean Kok, Z. W. (2018). *Financial Management Third Edition*. Shah Alam, Selangor: Oxford Fajar Sdn. Bhd.
2. Mayo. H. B. (2019). *Basic Finance: An Introduction to Financial Institutions, Investment and Management (12th ed.)*. Mason, OH: Cengage Learning.

### **FIA 1413 Introduction to Computer Systems and Applications**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course provides an in-depth knowledge on what is a computer, the components that make up a computer, the input-output devices and the communication devices.

#### **References:**

1. O'Leary, T. J. & O'Leary, L. I. (2016). *Computing Essentials 2017*. New York: McGraw-Hill Higher Education.
2. Vermaat, M. E. (2017). *Enhanced Discovering Computers*. Australia: Course Technology.

### **UCS 1723 English II**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course provides practice in effective writing for academic purposes. The course content covers the general principles of effective writing, the structure and types of academic English. Students are also given practice in the general organisation of content, editing and word processing skills.

#### **References:**

1. Savage, A. & Shafiei, M. (2012). *Effective Academic Writing 1, The Paragraph*. (2<sup>nd</sup> ed.). New York: Oxford University Press.
2. Savage, A. & Mayer, P. (2012). *Effective Academic Writing 2, The Short Essay*. (2<sup>nd</sup> ed.). New York: Oxford University Press.
3. Davis, J. & Liss, R. (2012). *Effective Academic Writing 3, The Essay*. (2<sup>nd</sup> ed.). New York: Oxford University Press.
4. Bowden, J. (2011). *Writing a Report: How to Prepare, Write & Present Effective Reports*. (9<sup>th</sup> ed.). Oxford: How to Books Ltd.

## **UCS 1742 Event Management**

### **Assessment Methods:**

Coursework (100%)

### **Synopsis:**

This course will provide participants with the practical skills and knowledge required to successfully plan, implement, organize, manage, monitor and evaluate special events (planning, development, management and implementation of festivals, entertainment events, corporate events, cultural events, and sports events). It provides practice in event field and develop their skills and knowledge relating to the management.

### **References:**

1. Shone, A. & Parry, B. (2013). *Successful Event Management: A Practical Handbook* (4<sup>th</sup> ed.). Australia: Cengage Learning.
2. Wagen, L. & White, L. (2011). *Event Management for Tourism, Cultural, Business, and Sporting Events*. (4<sup>th</sup> ed.). Frenchs Forest, N.S.W: Pearson Australia.

## **FIA 1363 Introduction to Business Law**

### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

### **Synopsis:**

This course is intended to give students an overview of business law in Malaysia and how each applies to the various business transactions. Emphasis will be on the principle behind the law of contract and the law of agency. In addition this course will cover laws related to sales and hire purchase of goods.

### **References:**

1. Alsagoff, A. S. A. (2010). *Principles of the Law of Contract in Malaysia* (3<sup>rd</sup> ed.). Petaling Jaya, Selangor Darul Ehsan, Malaysia: Lexis Nexis.
2. Lee, M.P & Detta I. J. (2014) *Business Law (2<sup>nd</sup> Edition)*. Shah Alam: Oxford Fajar/ Oxford University Press.

## **FIA 1423 Introduction to Multimedia**

### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

### **Synopsis:**

This course exposes students to introduction in making multimedia, multimedia elements such as sounds, images, animations and videos, and usage of multimedia authoring tools for multimedia development.

### **References:**

1. Vaughan, T. (2011). *Multimedia: Making It Works* (8<sup>th</sup> ed.). New York: McGraw-Hill.
2. Roberts-Breslin, J. (2012). *Making Media: Foundations of Sound and Image Production* (3<sup>rd</sup> ed.). Amsterdam: Boston Focal Press.

## **FIA 1513 Introduction to Construction**

### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

### **Synopsis:**

This course equips students with sufficient knowledge covers main actors and processes in construction industry which is useful in pursuing Bachelor's degree in the fields of Built Environment.

### **References:**

1. Chudley, R. & Greeno, R. (2014). *Building Construction Handbook*. London New York: Routledge.

### **FIA 1523 Introduction to Development**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course equips students with basic knowledge covers main actors and stages in property development which is useful in pursuing Bachelor's degree in the fields of Built Environment.

#### **References:**

1. Wilkinson, S. & Reed, R. (2014). *Property Development* (6<sup>th</sup> ed.). Hoboken: Taylor and Francis.

### **FIA 1533 Introduction to Environmental Design**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

The module encompasses the fundamental concepts, processes and skills required for environmental design through a series of basic design studies and representational exercises. These skills include the ability to make physical students' conceptual ideas, and to make graphic, oral and written representation of these design ideas.

#### **References:**

1. Ching, F. D. K. (2009). *Architectural Graphics* (5<sup>th</sup> ed.). Hoboken, N.J: John Wiley & Sons.
2. Karlen, M. (2009). *Space Planning Basics* (3<sup>rd</sup> ed.). Hoboken, N.J: John Wiley & Sons.
3. Mat Rani, R. (2010). *Sketching Masterclass*. Singapore: Page One.

### **FIA 1543 Introduction to Quantity Surveying**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course equips students with basic knowledge covers background and quantity surveying practices which is useful in pursuing Bachelor's degree in the fields of Built Environment.

#### **References:**

1. Seeley, I.H. (1997). *Quantity Surveying Practice* (2<sup>nd</sup> ed.). Houndmills, Basingstoke, England: Macmillan.
2. Cartlidge, D. P. (2011) *New Aspects of Quantity Surveying Practice* (3<sup>rd</sup> ed.). London New York: Spon Press/ Taylor & Francis.

### **FIA 1553 Applied Mathematics I**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course is designed to be offered as a SPM equivalent of Additional Mathematics to students in Foundation in Arts.

#### **References:**

1. Wong & Wong. (2017). *Success Additional Mathematics SPM*. Oxford Fajar. ISBN: 9789834723019.

### **FIA 1163 Professional Writing**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course aims to introduce the students to the basic writing process and skills required in professional settings. It covers techniques of communicating through business letters, memos, faxes, e-mail messages and other short messages. The students are given practice to develop and improve their written communication skills.

#### **References:**

1. Bovee, C. L. & Thill, J. V. (2015). *Business Communication Today* (13<sup>th</sup> ed.). Boston: Pearson.
2. Guffey, M. E. & Loewy, D. (2016). *Essentials of Business Communication*. Boston, MA: Cengage Learning.

### **FIA 1224 Introduction to Statistics**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

The module covers a range of areas relating to statistic, presentation data, numerical descriptive measures, measures of dispersion, correlation and regression, random variables, special probability distribution and probability

#### **References:**

1. McClave, J. & Sincich, T. (2017). *A First Course in Statistics* (12<sup>th</sup> ed.). Boston: Pearson
2. Muhammad Rozi Malim & Faridah Abdul Halim (2011). *Business Statistics* (1<sup>st</sup> ed.). Oxford

### **UCS 1733 Introduction to Critical Thinking**

#### **Assessment Methods:**

Coursework (50%) Final Examination (50%)

#### **Synopsis:**

This course introduces students to the process of critical thinking, a process that is indispensable for every educated person to use when confronting complex issues and difficult problems that need to be solved. This course includes oral and written practice in the construction of good definitions, the deployment of effective arguments, the recognition and deconstruction of bad arguments, and the presentation of reasonable support and evidence. It also provides the opportunity to apply critical thinking and problem solving in non-academic fields.

#### **References:**

1. Hills, D. (2012). *Student Essentials: Critical Thinking*. Richmond: Trotman.
2. Bassham, G., Irwin, W., Nardone, H. & Wallace, J. (2012). *Critical Thinking: A Student's Introduction* (5<sup>th</sup> ed.). New York: McGraw-Hill.
3. Waller, B. N. (2012). *Critical Thinking: A Concise Guide* (3<sup>rd</sup> ed.). London New York: Routledge.